



UNITED STATES MARINE CORPS
25TH MARINE REGIMENT
4TH MARINE DIVISION
MARINE FORCES RESERVE
4 LEXINGTON STREET, BOX 140
DEVENS, MASSACHUSETTS 01434-4476

IN REPLY REFER TO:

4400

MMO

18 Jan 07

MAINTENANCE MANAGEMENT POLICY NOTICE 3-07

From: Commanding Officer, 25th Marine Regiment
To: Commanding Officer, 1st Battalion, 25th Marines
Commanding Officer, 2nd Battalion, 25th Marines
Commanding Officer, 3rd Battalion, 25th Marines
Commanding Officer, Headquarters Company, 25th Marines

Subj: SIGNATURE AUTHORITY FOR NAVMC 10245 EQUIPMENT REPAIR
ORDER (ERO) AND NAVMC 10925 EQUIPMENT REPAIR ORDER
SHOPPING LIST (EROSL)

Ref: (a) MCO P4790.2C
(b) ForO P4790.3A

Encl: (1) Authorization Letter

1. PURPOSE. To publish policy and guidance for the assigning of personnel with the authority to sign EROs and EROSLs within the Regiment in accordance with the references.

2. CANCELLATION. None.

3. RESPONSIBILITY. EROs and EROSLs will be signed by the personnel designated in writing by the Commanding Officer. A copy of the letter of authorization will be provided to the appropriate supporting activities. A letter of authorization will contain sample signatures of those personnel authorized to sign EROs, EROSLs, and release/receipt documents to include personnel authorized to receipt for and deliver material and equipment. At a minimum, authorization letters are to be updated semi-annually.

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4. ACTION

a. Inspector-Instructors, Company Commanders, and Detachment Commanders are authorized to sign Urgency of Need Designators (UND) of A, B, and C for Force/Activity Designator (F/AD) III and IV.

b. Inspector-Instructors, Company Commanders, and Detachment Commanders are authorized to assign their personnel to the different UNDs and F/ADs and to sign authorization letters for their site/unit.

c. Authorization letters must be updated and mailed/faxed to the Regiment's Maintenance Management Office during the months of November and May. These letters will be submitted no later than the 15th of the month. Enclosure (1) is an example of the authorization letter that will be used.

5. The point of contact is the Maintenance Management Chief at (978) 796-3739.


M. F. BELCHER



UNITED STATES MARINE CORPS

25TH MARINE REGIMENT
4TH MARINE DIVISION, FMF
4 LEXINGTON STREET, BOX 140
DEVENS, MA 01434-4476

EXAMPLE AUTHORIZATION LETTER

IN REPLY REFER TO:

4700

MMO

10 Jul 06

From: Commanding Officer
To: Distribution List

Subj: AUTHORIZATION TO SIGN NAVMC 10245 EQUIPMENT REPAIR ORDER
(ERO), AND NAVMC 10925 EQUIPMENT REPAIR ORDER SHOPPING
LIST (EROSL)

Ref: (a) MCO 4400.16_
(b) MCO P4790.2_
(c) TM 4700-15/1_

1. Per the references, the following personnel are authorized to sign EROs and EROSLs based on the Urgency of Need Designator A, B, and C for all commodity sections.

<u>NAME</u>	<u>RANK</u>	<u>SIGNATURE</u>
MEYERS, J. J.	MAJ	_____
MCCLAIN, C. E.	MAJ	_____
PARRELLA, T. M.	GYSGT	_____

2. Per the references, the following personnel are authorized to sign EROs and EROSLs based on the Urgency of Need Designator B, C for all commodity sections.

<u>NAME</u>	<u>RANK</u>	<u>SIGNATURE</u>
BROCATO, A. A.	MSGT	_____
WHITELAW, A. R.	GYSGT	_____
DEVEAU, M. J.	SSGT	_____
ELLIS, M. D.	SSGT	_____
MARTIN, K. L.	SGT	_____
HERZBERG, A. R.	SGT	_____

Enclosure (1)

Subj: AUTHORIZATION TO SIGN NAVMC 10245 EQUIPMENT REPAIR ORDER
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LIST (EROSL)

3. The listed personnel are also authorized to receive and deliver material and equipment.

4. This letter supersedes all previous authorization letters.

COMMANDING OFFICER

DISTRIBUTION: A

COPY TO:
Maintenance Management Officer